

Job Description: WARRANT CLERK

CLASS NO. 1815

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Non-exempt

SUMMARY OF POSITION

Receives and processes criminal warrant. Ensures warrants are properly executed and processed; executes all duties related to warrants; coordinates prisoner transport arrangements; performs such other related duties as may be assigned.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Administrative Assistant
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with other departmental employees; federal, state, and local law enforcement agencies; local officials; and the general public.

EXAMPLES OF WORK

Essential Duties*

Distributes active warrants to county deputies making sure warrants are properly executed, processed and returned to the issuing court;

Makes transport arrangements for deputies and prisoners (airplane/motel/rental cars);

Updates and maintains accurate records of activities relating to warrants;

Compiles statistical data for reports and records;

Makes daily logs of prisoner transport and initiates extradition procedures and coordinates these procedures with other appropriate county officials;

Collects, prepares and distributes all bonds, bond receipts, and bond money deposits as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the criminal justice system; and warrants and bond procedures

*For the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved CC 9/22/2015

CLASS NO. 1815 (Continued)

Skill/Ability to: operate a computer using standard word processing software; type or enter information quickly and accurately; demonstrates proficiency in both oral and written communication; establish and maintain effective working relationships with other law enforcement agencies and the general public; maintain accurate records; and maintain appropriate necessary certifications.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation, or its equivalent;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.